

NEW HAMPSHIRE DEPARTMENT OF EDUCATION ON-SITE FILE REVIEW
INDIVIDUALIZED EDUCATION PROGRAM COMPLIANCE MONITORING
GUIDANCE FOR COMPLETING THE 2013-2014
DISTRICT SELF-ASSESSMENT DATA COLLECTION FORM

The self-assessment is just one part of the special education on-site monitoring that your district is participating in. Six weeks prior to the visit, your district will receive a list of ten students per school. The school list may include students with IEPs attending Charter Schools. At the on-site monitoring visit, the New Hampshire Department of Education (NHDOE) Bureau of Special Education (Bureau) monitoring team will randomly pick eight out of the ten students at each school to review. The Bureau's expectation is that the self-assessment will be completed prior to the on-site monitoring visit for all ten students selected at each school. When determining compliance, the NHDOE will only review agreed upon/signed IEPs at the on-site monitoring visit. Therefore, if the IEP team is working on a proposed IEP, the NHDOE will review the previously agreed upon/signed IEP.

Schools may complete the self-assessment in many ways. Here are a few ways:

- Case manager completes the self-assessment.
- Case manager completes the self-assessment and another case manager reviews what was identified for evidence.
- School teams meet together as a group to complete the self-assessment. Teams may be comprised of special education building coordinators and case managers; related service providers; and special education and regular education teachers.

The intent of the self-assessment is to:

1. Improve student outcomes for students with IEPs;
2. Determine compliance,
3. Gain a deeper understanding of the *New Hampshire Rules for the Education of children with Disabilities* along with the responsibilities associated with special education; and
4. Improve special education policies, procedures, and practices.

The self-assessment data collection form includes a cover page with eight boxes to be completed regarding the student selected for the IEP compliance monitoring on-site file review. The district of liability for the student must be the district being monitored. If a student selected by the NHDOE attends the school that is being reviewed and is from another district, please contact the NHDOE.

The body of the self-assessment data collection form includes three columns. The first column identifies the rule that is being monitored for compliance along with a question based on the rule. The second column is for the district to identify the evidence that demonstrates compliance with the rule. Schools are responsible for documenting the evidence before the on-site monitoring visit. Some schools tab evidence in the student's file and note the corresponding question number from the data collection form. Do not alter the student's file and/or make copies of the evidence. The NHDOE monitoring team will only be reviewing original student files.

The last column of the data collection form will be used by the monitoring team from the NHDOE at the on-site file review. "Yes" responses indicate evidence has been verified as being in compliance with the rule and "No" responses indicate noncompliance. "NA" responses indicate that the rule does not apply to the student and therefore, cannot be monitored.

On the date(s) of the on-site monitoring visit, a private meeting space and access to the students' complete files will be needed by the monitoring team. The monitoring team will consist of two to five NHDOE trained staff. District staff members are encouraged to be available to assist the monitoring team should questions arise regarding the evidence provided.

At the end of the visit, each completed self-assessment data collection form will be collected by the monitoring team. Should districts wish to keep copies of the data collection form, which have the documented evidence of compliance yet to be verified, copies must be made by the district prior to the on-site monitoring visit.

The final step will be written documentation citing child specific findings of noncompliance as well as a summary of the review of the district's policies and procedure, personnel, and special education approved instructional programs. The district will receive the written documentation within 90 days of the on-site monitoring visit. Child specific findings of noncompliance must be corrected within 45 days of receipt of the written documentation of findings of noncompliance.

The NHDOE Program Approval Consultant, Debbie Krajcik, is available for technical assistance. Please call (271-3301) or email (deborah.krajcik@doe.nh.gov).